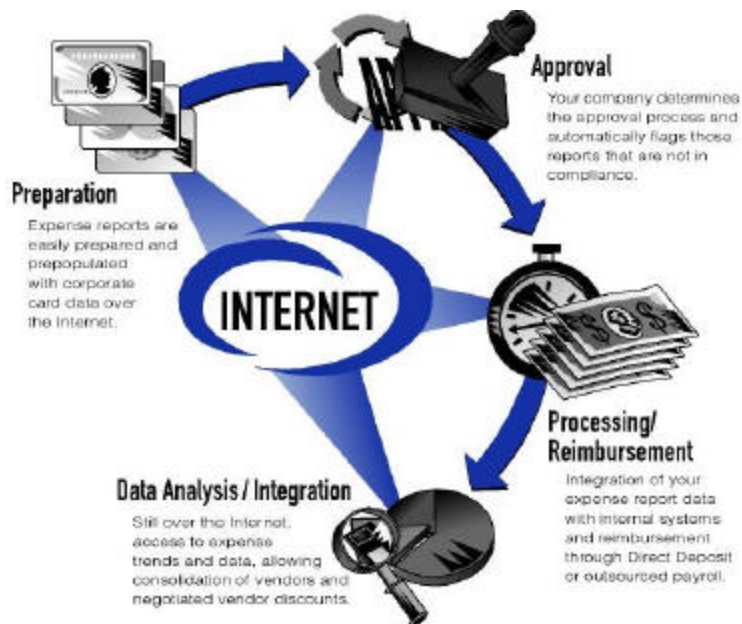# Dynamics

Take employee expenses to the web

In most companies, employee expense management consists of a paper-flow that passes through multiple hands and systems before employees are reimbursed, receipts are processed, and credit card vendors paid. According to a recent American Express Travel & Entertainment study, a single expense report costs USD $36.00 and takes 22 days to process. By using automation & best practices the average cost to process an expense report diminishes to USD $8.00 and the total elapsed time to process shrinks to 3 days total.

Dynamics eExpense is a Web-based solution that automates each step of the expense reporting process - from expense report preparation and approval to policy compliance, reimbursement, and data analysis. eExpense provides state-of-the-art expense automation, leveraging the power of the Web while tightly integrating to Dynamics Payables Management and General Ledger.

Preparation
Expense reports are easily prepared and prepopulated with corporate card data over the Internet.

Approval
Your company determines the approval process and automatically flags those reports that are not in compliance.

INTERNET

Processing/ Reimbursement
Integration of your expense report data with internal systems and reimbursement through Direct Deposit or outsourced payroll.

Data Analysis / Integration
Still over the Internet, access to expense trends and data, allowing consolidation of vendors and negotiated vendor discounts.

Improved Employee and System Productivity

eExpense enhances employee productivity by enabling employees to make efficient use of their time, submitting their expense reports easily in a browser-based environment that consists of simple checklists and templates. Expenses are submitted against pre-configured or custom cost centers mapped to General Ledger accounts within Dynamics. As employees enter expenses, cost centers are populated and ready to update your general ledger accounts upon manager approval.

Advanced functionality automatically sorts, exchanges and calculates rates and expenses, itemizing hotel bills, and pre-populating expense reports with electronic data feeds from corporate charge cards. Vendor reconciliation is also performed on the spot, ensuring that new vendors are adequately flagged for setup within the system.
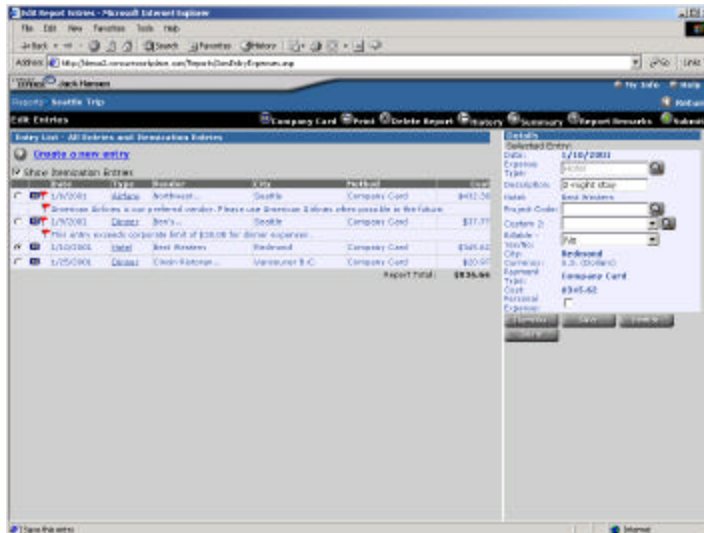
Travelers complete expense reports in a familiar browser interface that either allows them to check items off their corporate credit card bill and apply them to an expense report, or enable them to create expense reports from scratch, using various forms of payment.

eExpense web capabilities are brought to users in a hosted environment, allowing hundreds – if not thousands – of users from your company to access the expense system at one time without any performance concerns.

Using the latest technology, your information is stored in a centralized data-center, optimizing performance, while tightly securing confidential details for your managers' reporting and analysis needs. And, deployment over the Web means that you can minimize internal IT resources required to administer, manage and update the application.

Integrated Approvals & Accounting

As a Web-based solution developed with an open technology, eExpense delivers tight integration to Dynamics Payables Management and General Ledger. Approvals are automated by working with leading email systems, Microsoft Outlook and Lotus Notes, for the delivery of pending expense reports to approval managers and accounting departments for processing. Upon notification, managers utilize the eExpense browser environment to approve outstanding expense reports, drilling into any area of each report that needs more clarification.

Information entered and approved within eExpense is imported directly into Dynamics, creating "employee traveler" vouchers for payment without re-entering any data. Payables batches are automatically created and ready to post, populating the general ledger with expense information as setup in eExpense. And, when an account allocation is in question, your Payables Management team can override and modify assigned accounts.

The continuous flow of the expense report from employee input, through approvals to payment increases accuracy and expedites employee reimbursement by eliminating the mundane task of re-keying data.
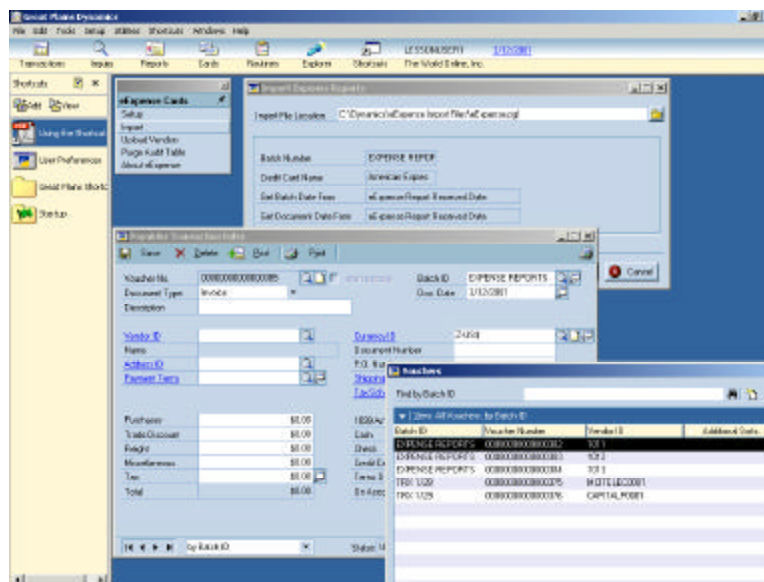

Accounting receives timely, accurate and complete data the first time around, minimizing frustration and rework. Automated processes reduce staff time by integrating data with Payables Management, Payroll and General Ledger.

eExpense provides superior integration – accounting receives complete reports that are pre-approved by the right people the first time around, minimizing frustration and rework. And, eExpense quickly pays for itself in dramatic cost reductions. eExpense exposes policy exceptions to improve compliance, converts foreign currency expenses, reports international taxes, all while gathering valuable data for ongoing cost controls throughout your travel process.

Leverage as an Intranet – or Integrate into Your Own Employee Web Site

As a web-based solution, eExpense presents the perfect opportunity to centralize everything! Acting as a mini-intranet within your company, eExpense provides a medium for posting employee communications and links to other locations and sites. Company travel policies, per diem rates, audit rules and foreign exchange rate information can also be housed within eExpense, creating special alerts that enforce policies and ensure that employees spend responsibly.

Budget, revenue-line and payables managers are equipped with a central location for viewing expense reports, understanding trends in spending, and sharing critical information that supports stronger vendor negotiations.
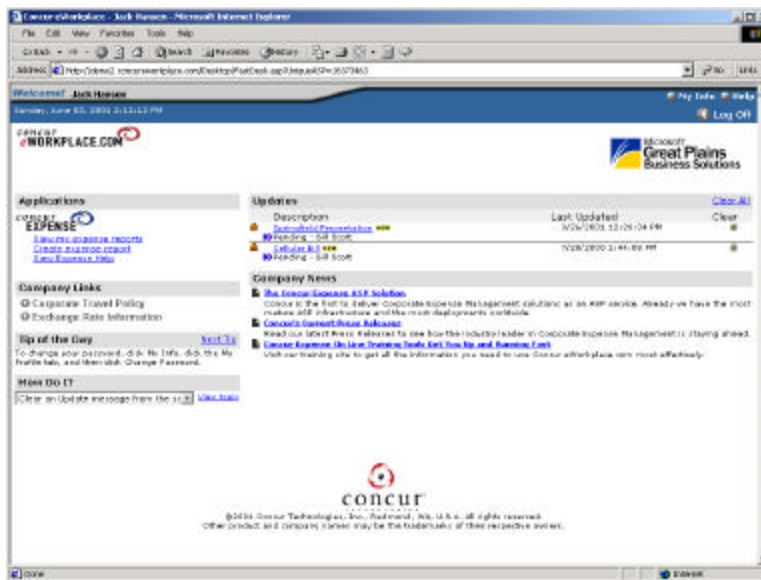

Use your eExpense site for posting important communications for all employees, or link to important web sites.

Web-Based Analytical Reporting

Collect detailed information that you never thought possible to see which expenses need better management. Reports within eExpense help you isolate trends, see who's spending what and where, nail budget forecasting and collect important data for vendor negotiations.

eExpense offers seven reporting tools that can be manipulated to configure a larger number of customer reports. Important information is captured across all expense reports to provide details such as expense types, top spenders, expenses by employees, top vendors, employee lists, pending expense reports, receipts not received, as well as a variety of other details that can be custom-configured to your reporting and analysis needs.
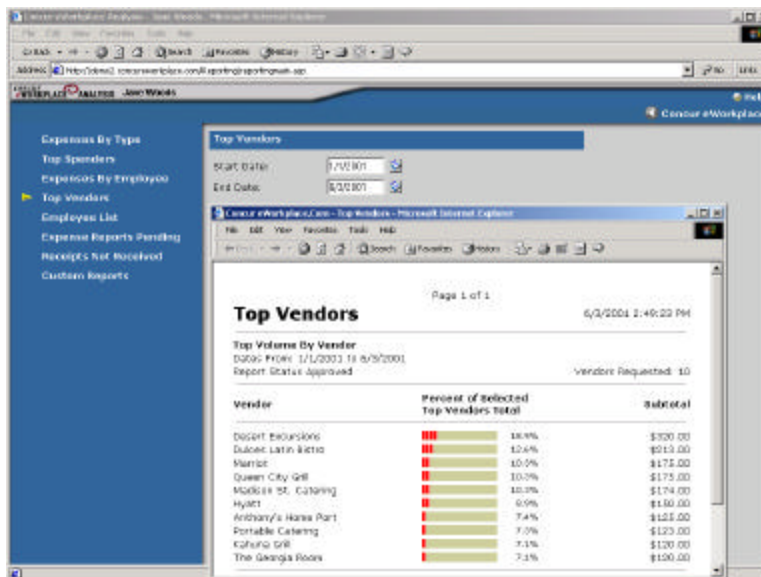
Run any pre-setup report within eExpense as shown here, or save custom reports per your company's processes.

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